

Data Reliability Assessment Tool: Main Heating Expenditures

Overall Assessment of Data Reliability

The Overall Reliability Assessment includes four screeners to help you determine where it looks like your data are reliable and where you might want to dig deeper using one of the in-depth assessments. We recommend completing the Overall Assessment before moving on to the other assessments. Here is what you will need:

Screener #1 – Comparing Reported Expenditures to Reasonable Estimates

➤ **LIHEAP Household Energy Expenditure Data by Fuel Type:**

- The average annual main heating fuel bill for LIHEAP-assisted households that heat with electricity, natural gas, fuel oil and propane.
- **This information can be found in *Section V, Part B, Line 4 of your Performance Data Form.***

Screener #2 – Do You Have Enough Heating Fuel Vendors Supplying Data?

➤ **Number of Vendors Serving LIHEAP Households:**

- A count of the number of vendors that receive LIHEAP benefits on behalf of your electric, natural gas, fuel oil, and propane households.
- **Request this information from your IT department.**

➤ **Number of Vendors Reporting Data for LIHEAP Households:**

- A count of the number of vendors that reported data back to for the Performance Data Form.
- **Request this information from your IT department.**

Screener #3 – Do You Have Data for Enough LIHEAP Households?

➤ **Number of Households by Main Heating Fuel:**

- A count of the number of LIHEAP-assisted households that heat their home with electricity, natural gas, fuel, and propane.
- **This information can be found in *Section V, Part A of your Performance Data Form.***

➤ **Number of Households with Main Heating Fuel Data Collected:**

- A count of the number households for whom you received 12 consecutive months of billing data for their main heating fuel, *regardless* of whether or not you also received 12 consecutive months of billing data for their electric bill.
- **Request this information from your IT department.**

Screeners #4 – Do You Have Data Checking and Resolution Procedures?

➤ **Data Checking Procedures for Agencies:**

- What checks do you have in place, if any, to ensure that Agencies are collecting and reporting all of the essential information for every household, including main heating fuel type, vendor name, account number, etc.?
- **Request this information from your IT department.**

➤ ***Data Checking Procedures for Vendors:***

- What checks do you have in place, if any, to ensure that data submitted by vendors do not contain errors, such as examining high and low outliers, comparing average expenditure values to reasonable estimates, etc.?
- **Request this information from your IT department.**

➤ ***Follow-up Procedures for Agency and Vendor Data:***

- What procedures do you have in place, if any, for acting to address data errors when you find them?
- **Request this information from your IT department.**

➤ ***Annual Update of Data Checking Procedures***

What procedures do you have in place, if any, for assessing the effectiveness of your automatic data checks? What procedures do you have in place for adding, removing, or amending checks as needed?